

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: CLERK II -
Non-Typing

SALARY GROUP: A07

DEPARTMENT: Parole Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Stuart L. Jenkins DATE: 01/09/2013

POSITION #: 051011

I. JOB SUMMARY

Performs routine clerical work. Work involves compiling and tabulating data; checking documents for accuracy; transporting documents; and maintaining files. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Prepares and reviews documents ensuring compliance with rules, regulations, policies, and procedures; makes copies; and retrieves, transports, and distributes files.
- B. Compiles, organizes, and tabulates data; coordinates and prepares reports; maintains logs of work progress and document processing; and maintains files and records to include automated information systems.
- C. Responds to requests for information regarding rules, regulations, policies, and procedures.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

III. MINIMUM QUALIFICATIONS

- A. Education, Experience, and Training
 - 1. Graduation from an accredited senior high school or equivalent or GED.
 - 2. Clerical or secretarial experience preferred.
 - 3. Computer operations experience preferred.

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B. Knowledge and Skills

1. Knowledge of office practices and procedures.
2. Knowledge of business terminology, spelling, punctuation, and grammar.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to prepare and maintain complex records and files in an automated system.
7. Skill in the operation of office machines preferred.
8. Skill to interpret and translate Spanish to English and English to Spanish preferred.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.